



City of Westminster

8200 Westminster Boulevard, Westminster CA 92683 714.548.3254
www.westminster-ca.gov

SUBJECT: Temporary Special Event (TSE) Permit

- _____ 1. An electrical permit is required for generators, lights and electrical wiring. Inspection and approval is required prior to the opening of the event. All equipments are required to be U.L. listed/labeled and installed according to the listing. Please contact Building Division at (714) 548-3469 to obtain permit and schedule inspections.
- _____ 2. Provide 2 copies of site plans to the Building Division showing the location and details of the temporary structures. Show accessible and exiting paths.
- _____ 3. Submit manufacturer's listing and installation specifications/drawings of the following items (engineering calculations may require):
 - ☐ Open-sided tents/canopies larger than 500 square foot or enclosed tent/canopies larger than 200 square foot. (*see next page for construction details, structural plans and calculations.)
 - ☐ Stages or platforms more than 30 inches above grade (structures higher than 30 inches intended for live loads require approved engineering prior to inspection).
 - ☐ Grandstands or bleachers.
 - ☐ Structures higher than 12 feet.
- _____ 4. 5% of the total portable toilets and sanitary facilities, and minimum of one, shall be accessible to the disabled persons.
- _____ 5. Approval from the Orange County Fire Authority is required for tent materials, fire extinguishing systems, exiting through barricades and fire-truck access requirements. Please contact the Orange County Fire Authority at (714) 573-6131.
- _____ 6. Each vendor shall have a City business license. Please contact Business Division at (714) 548-3469.
- _____ 7. Approval from the Orange County Health Agency is required for any food vendor. Please contact Orange County Health Agency at (714) 667-3600.

***CONSTRUCTION DETAILS** are required to indicate how the tent structure will be held in place. All tents/canopies with or without sides shall be capable of withstanding 10 psf of uplift, whether using stakes or weights. Stake capacity shall be determined using a pullout capacity of 800 lbs. for medium density soils and 1600 lbs. for paved surfaces.

The plans should clearly indicate whether stakes or weights are being used and shall specify the following information for stakes and/or weights:

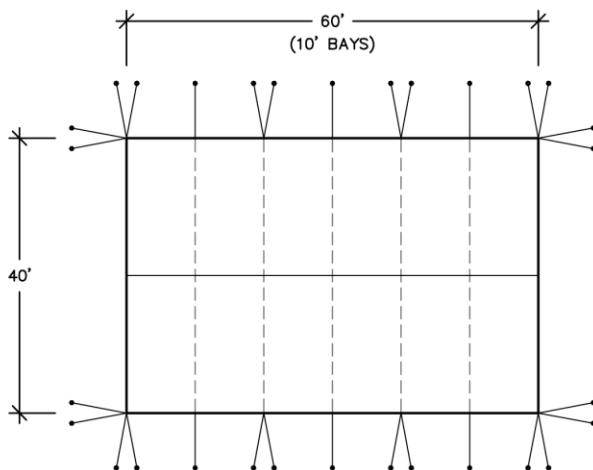
- **Stakes** – Plans shall specify diameter, length, minimum embedment, total number, spacing, angle of embedment of stakes to be installed, and type of soil.
- **Weights** – Plans shall specify the type, total number, and spacing of weights to be installed.

***STRUCTURAL PLANS AND CALCULATIONS** are required for tents/canopies over 4,500 square feet or with an occupant load over 300, whichever is more restrictive. Plans and calculations must be prepared by a California licensed engineer (wet stamped and signed) and shall include the following in addition to the items listed above.

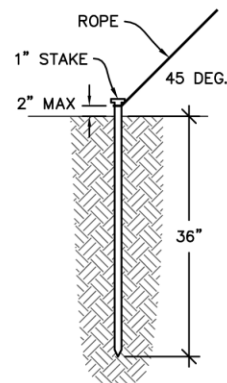
Please allow 1 to 2 weeks for review of plans and calculations for engineered tents.

- Manufacturer's contact information.
- Engineer's contact information.
- Applicable building codes (2016 CBC).
- Design criteria to include wind exposure category (exposure B), basic wind speed (110 mph), and applicable soil types (soil classifications assumed in the stake design).
- Structural framing plan to include all framing member sizes, all dimensions, references to structural details, location, and number of all required tent stakes.
- Elevation drawings (specify all height dimensions).
- Structural details. Specify all connectors (type, size, spacing, thickness, etc.). Staking details shall include the type, size, and embedment of all stakes. Provide details for the connections of the fabric to the tent structure.
- Structural calculations. Tent structures shall be designed for wind loads as prescribed in CBC Chapter 16. Provide all supporting information used to obtain the stake capacity.

EXAMPLE – STAKING REQUIRED FOR A 60' x 40' TENT, STIFF SOIL:
WIND UPLIFT = 60' x 40' x 10 PSF = 24,000 LB
24,000 LB / 800 LB PER STAKE = 30 STAKES REQUIRED.



STAKING PLAN



STAKE DETAIL

STAKE CAPACITIES*

STIFF SOIL: 800 LB
PAVED: 1,600 LB

*BASED ON TESTING
BY THE INDUSTRIAL
FABRICS ASSOCIATION
INTERNATIONAL (IFAI)